



BUILDING INSPECTION DIVISION

WELTON COMMON BUILDING

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Booking Inspections Online: www.mission.ca/inspections

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SIGN PERMIT SUBMISSION CHECKLIST

(Signs are regulated under Sign Bylaw 1662-1987)

Provide clear, legible, and accurate information to facilitate a timely review of your application. Inaccurate and conflicting information can result in review delays. Additional information may be required during the official review of your Building Permit application.

1. Completed Sign Permit Application form, which includes:
 - a. Civic address and legal description of the property where the sign is to be installed.
 - b. The sign contractor's name, address, and phone number.
 - c. The name and address of the property owner where the sign is to be installed.
 - d. The value of the sign(s).
 - e. Sign type
 - f. Sign Details
2. Completed Owner's Undertaking Form
3. Completed Agent Appointment Form
4. Land Title search dated within 30 days of your application date.
5. If the owner is a corporate entity, a Corporate Summary
6. Detailed plans, drawn to scale, showing the following:
 - a. Key Plan showing location of multiple signs, if applicable.
 - b. The proposed location, by dimension, for the sign in relation to property lines and the dimensions of the building and the property upon which it is to be situated.
 - c. The size and location of any existing signs on the property.
 - d. Dimensions of the sign face(s), proposed copy, and the height and base of the supporting structure
 - e. Number of signs and type (ie. fascia, projecting signs, free standing etc...)
 - f. Weight and materials for the construction of the sign.
 - g. Maximum height and clearance of the sign.
 - h. Dimensions of the building face on which the sign is proposed to be displayed.
 - i. Fastening details regardless of whether a structural engineer is required.
7. Structural and footing details and material specifications for the proposed sign.

It is recommended to contact the Building Inspection Division to verify if sealed structural drawings and Letters of Assurance (Schedule B) are required. Signs weighing 50lbs or more may require an engineer.